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DSF Portal Training

Content Administrator

CONTENT MANAGEMENT

Adding Content to your Site

To add content to your site, you need to create a folder, category and a content page.

Create Folder

Folders are application that can be enabled, disabled, added, and delete from your site.

To create a folder, do the following:

- Click Create New Folder
- Enter Folder Title
- Select a Folder Settings
 - Note:* Folder will inherit settings from folder that you have selected. Ex. Custom WebPages Template
- Click Save. Your folder is created.
 - Note:* If you want to modify your folder settings at this time, click Save & Modify Settings.

Create Category

Categories are like file folders, holding content pages.

To create a Category folder do the following:

- Click an existing folder or create a new one, see Create Folder
- Click Create New Category
- Enter Category Title
- Enter a Category Sort No.
- Click Save

Create Content Page

This is the actual content page to be viewed on the web by the user.

To create a content page do the following:

- Click an existing folder or create a new one, see Create Folder
- Click an existing category or create a new one, see Create Category
- Click Create New Page
- Enter a Page Title

- Click on Save as Stage Version

Adding Content to your Web Page

On the Content page is an HTML Editor window where you will enter your content for the web page.

To add contents to your Web Page do the following:

- Open your Content Page
- Click on HTML Editor
- Enter your content on the editor screen.

HTML Editor Functions

Below are some functions of the HTML Editor.

Insert Hyperlink

- Click on the Option/HTML Menu icon or right click inside the HTML editor
- Select HTML Elements
- Select Hyperlink
- Select Hyperlink Type
- Complete the URL for the Hyperlink. Text field, type the text you want to show on your content page.
Note: If you copy an address and paste it into the URL field, remove the http:// that is already in the field. The address you are pasting will already have http:// in it.
- Click OK
- Hyperlink will be inserted.

Insert Custom Link *(This will add a link to another content item in this module)*

- Click on the Option/HTML Menu icon or right click inside the HTML editor
- Select HTML Elements
- Select Insert Custom Link
- Select a Link from the drop down list
Note: Click Display in New Window if you desired link to open in a separate browser
- Click OK
- HTML Editor will insert the Custom Link

Insert File *(This will insert a link to a file in a content item)*

- Click on the Option/HTML Menu icon or right click inside the HTML editor
- Select HTML Elements
- Select Insert File
- Click on the Browse dots... icon
- Click on the file to be uploaded

- Click Open
- Click Upload File.
Note: This must be done to move the file from your local drive into the DSF database. If you do not upload, the file will not be inserted into the HTML editor.
- Enter a Link Text. This is the text that will show up on your content page.
- Click Insert URL
- HTML editor will insert a text link to the file

Insert Image from Web FileManager

- Click on the Option/HTML Menu icon or right click on mouse inside the HTML editor
- Select HTML Elements
- Select Insert Image
- Click Browse
- Click on File Image
- Click Relative Reference
- Enter Alt Tag Info (this is used for ADA compliance)
- Click on Inset Image

Insert Image from Local Drive

- Click on the Option/HTML Menu icon or right click on mouse inside the HTML editor
- Select HTML Elements
- Select Insert Image
- Click on the Browse dots ... icon, if image is located in a directory
- Click on the File Image to be uploaded
- Enter Alt Tag Info (This is used for ADA compliance)
- Click Upload Image.
Note: This must be done to move the image from your local drive into DSF database. If you do not upload the image, the image will not be inserted into the editor when you click on Insert Image.
- Click OK
- Click Inset Image. Image will now be inserted into the HTML Editor

Find/Replace

- Click on the Option/HTML Menu icon or right click on mouse inside the HTML editor
- Click Find/Replace
- Click on Find What and type text you are trying to locate
- If you are replacing Text with other Text, type it in Replace with:

- Click Replace

WEB FILE MANAGER

The Web FileManager allows you to upload files into subdirectories on your site. These directories will hold your pdf files, graphics files, images files, etc. From this screen you can upload new files, create new folders, rename, copy and delete files.

Upload a File

To upload a file, do the following:

- In the Admin Home, Click on Web FileManager
- Click Upload
- Click Browse and double click on the file you want to attach.
Note: This will enter the name of the file in the Upload New File window.
- Click Send. This will upload the file into the site database.
- Click X to close the upload box

Create New File

To create a new file, do the following:

- In the Admin Home, Click on Web FileManager
- Click New File
- Place your cursor at the end of the URL and type New File name.
Ex: e:\inetpub\wwwroot\portal\lib\trainsite\newfile_name .
- Click OK. This creates the new file and places it in database.

Create New Folder

To create a new folder, do the following:

- In the Admin Home, Click on Web FileManager
- Click New Folder
- Place your cursor at the end of the URL and type New Folder name.
Ex: e:\inetpub\wwwroot\portal\lib\trainsite\folder_name .
- Click OK. This creates the new folder and places it in database.

Delete a File

To delete a file, do the following:

- In the Admin Home, Click on Web FileManager

- Click on file you want to delete
- Click Delete
- Click OK on message screen, if you want to delete the file. File is deleted.

Delete a Folder

To delete a folder, do the following;

- In the Admin Home, Click on Web FileManager
- Click on folder you want to delete
- Click Delete
- Click OK on message screen, if you want to delete the file.
Note: Another screen message will appear, warning you that all files inside this folder will be deleted also.
- Click OK, if you are sure.

Copy a File

To copy a file, do the following;

- In the Admin Home, Click on Web FileManager
- Click on file you want to copy
- Click copy
- Enter a new file name
- Click OK. Copied file is created with new name.

Copy a Folder

To copy a folder, do the following;

- In the Admin Home, Click on Web FileManager
- Click on folder you want to copy
- Click copy
- Enter a new folder name
- Click OK. Copied folder is placed on the database with new name.

Rename a File

To rename a file, do the following;

- In the Admin Home, Click on Web FileManager
- Click on file you want to rename
- Click rename
- Enter a new name
- Click OK. File is renamed.

Rename a Folder

To rename a folder, do the following;

- In the Admin Home, Click on Web FileManager
- Click on folder you want to rename
- Click rename

- Enter a new name
- Click OK. Folder is renamed.